

## ESD CONTROL SURVEY REPORT

ESD SURVEY NO.

SURVEYED BY				SURVEY DATE		PROJECT				SUBSYSTEM/ASSEMBLY			
SURVEY LOCATION	<input type="checkbox"/> JPL	BLDG.	<input type="checkbox"/> VENDOR	NAME	ADDRESS				CITY		STATE	ZIP	
		ROOM/LAB NO.											
PROCESS(ES) TO BE PERFORMED													
COGNIZANT ENGINEER				FACILITY MANAGER				QA REPRESENTATIVE				OTHER	
SURVEY ACCEPTABLE? <input type="checkbox"/> YES DATE: <input type="checkbox"/> NO DATE: <div>COMMENTS</div>													
ITEM NO.	CORRECTIVE ACTION NEEDED				ITEM NO.	CORRECTIVE ACTION PERFORMED				VERIFIED BY	DATE		
SURVEY CLOSED BY				DATE		ESD CONTROL ENGINEER CONCURRENCE				DATE			

ITEM	REQUIREMENT	YES	NO	N/A
1	Are personnel trained and currently certified in ESD control by the JPL QA training center?			
	<u>Name of Certified Personnel</u>			
	<u>Cert. No.</u>			
	<u>Expiration Date</u>			
2	Are visitors to the ESD-protected area(s) briefed and monitored on ESD controls?			
3	Is access to the ESD-protected area/room controlled using locked entries?			
4	Is the ESD-protected area clearly designated as such using warning signs or floor tape?			
5	Does ESD control exist for a minimum of one (1) meter surrounding the ESD-safe work station/area?			
6	Is the area free of static-generating clutter, nonessential materials and personal items?			
7	Do all essential materials produce less than $\pm 200\text{V/inch}$ during normal/intended use?			
8	Are the ESD grounds identified with stickers?			
9	Is the resistance from the ESD ground to the third wire ground safely less than one (1) ohm?			
10	Do all wrist straps and heel straps safely contain 1 Mega ohm resistors?			
11	Are only Speidel-type stainless steel wrist straps used (not cloth wrist straps)?			
12	Are calibrated wrist strap testers available and used?			
13	Are wrist strap test log sheets used?			
14	Are calibrated footwear grounding testers available and used?			
15	Are footwear test log sheets used?			

## ESD CONTROL SURVEY REPORT (Continued)

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ITEM	REQUIREMENT	YES	NO	N/A
16	Are conductive flooring or mats properly hard grounded?			
17	Are only static-dissipative surfaces used to support unprotected ESDS items?			
18	Are all metal surfaces used to support ESDS items covered with static-dissipative materials (e.g., tablemats)?			
19	Are garments or smocks worn that produce less than $\pm 200\text{V/inch}$ during normal/intended use?			
20	Do the surfaces of chairs and other furniture produce less than $\pm 200\text{V/inch}$ during normal/intended use?			
21	Are the plastic handles of all hand tools safely left untreated (no tape)?			
22	Are all soldering irons safe, tip to ground resistance _____ ohms (max. 20 ohms), tip to ground voltage _____ volts (max. 0.020 volts AC)?			
23	Are all wire stripping tools safe, tip to ground resistance _____ ohms (max. 20 ohms), tip to ground voltage _____ volts (max. 0.020 volts AC)?			
24	Are soldering iron and/or wire stripper check lists used?			
25	Is the relative humidity maintained above 30% RH and monitored using calibrated chart-type hygrometers?			
26	Are all air ionizers calibrated?			
27	Are all computer monitors and displays that produce fields greater than $\pm 200\text{V/inch}$ located a minimum of one (1) meter from ESDS items?			
28	Are all gloves and/or finger cots static-dissipative?			
29	Are only ESD-safe adhesive tapes used (not aluminized duct tape)?			
30	Are all chassis of support, test equipment, and test chambers grounded?			
31	Are all tooling and fixtures ESD-safe?			
32	Are the backshells of all interconnect cables used with ESDS items grounded before use?			
33	Are rubbing, scraping and sanding operations avoided on ESDS items?			
34	Are tacky mats safely located greater than three (3) meters from ESDS items?			
35	Do containers and tote boxes provide static-shielding to the ESDS contents?			
36	Are only metallized static-shielding bags used (NOT pink poly)?			
37	Do all packaging and filler materials safely charge to less $\pm 200\text{V/inch}$ during normal/intended use?			
38	Are ESDS items safely received/opened/inspected at ESD-protected workstations?			

## ESD CONTROL SURVEY REPORT (Continued)

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ITEM	REQUIREMENT	YES	NO	N/A
39	Are unattended ESDS items safely protected with static-shielding materials?			
40	Are all ESDS items safely stored in static-shielding containers?			
41	Is all movement and handling of ESDS items performed safely?			
42	Are all ESD packages clearly identified using ESD warning labels?			
43	Are plastic waste containers and liners safely kept out of the ESD-protected areas?			
44	Is the area free of anti-static sprays?			
45	Do plastic notebooks produce less than $\pm 200\text{V/inch}$ during normal/intended use?			
46	Are all handheld plastic bottles safely left untreated (no tape)?			
47	Is the area free of conductive hand lotions?			

ADDITIONAL NOTES